

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice PL-120**

**For:** State and County Offices

**Updating Subsidiary and Farm Maintenance Files Before 2004 Rollover**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Each year County Offices are reminded to review and correct all subsidiary and farm maintenance files before rollover. As in the past, software will automatically perform rollover of subsidiary and farm maintenance files.

Before issuing a payment, the payment process reads subsidiary files to determine:

- whether a producer is eligible for payment
- what the producer's payment limitation amount is in each county
- the members of a joint operation or entity
- the entity code
- whether individuals or entities are combined as 1 person for payment limitation purposes.

Before issuing a payment, the payment process reads farm maintenance files to determine whether a producer is associated with a farm.

Once rollover for 2004 occurs, County Offices will not have the capability to create, delete, or update 2001 farm records and most 2001 subsidiary records; therefore, it is very important that these records be updated **before September 22, 2003**.

**Disposal Date**

December 1, 2003

**Distribution**

State Offices; State Offices relay to County Offices

## 1 Overview (Continued)

### B Purpose

This notice:

- requires that County Offices ensure any updates to 2001 subsidiary file records are immediately performed
- provides guidelines for updating subsidiary files before September 22, 2003
- requires that County Offices ensure any updates to 2001 farm maintenance files are immediately performed
- reminds County Offices that base and yield election software will no longer be accessible after 2004 rollover.

## 2 Updating Subsidiary Files Before Rollover

### A Subsidiary File Updates

County Offices shall:

- verify the correctness of eligibility, multi-county producer, payment limitation, combined producer, entity, and joint operation file data

**Note:** Although County Offices may update 2001, 2002, and 2003 eligibility flags after rollover, it is important that existing data be verified before rollover because the 2003 records will be rolled over to 2004.

- update 2001 producer subsidiary files to ensure all of the following are properly updated:
  - eligibility determinations
  - joint operation and entity file records, including share information for members
  - combinations of individuals or entities as 1 person or decombinations, if applicable
  - payment limitation amounts for multi-county producer, if necessary.

See 2-PL for additional information on updating subsidiary files.

**Note:** Because of 2001/2002 CDP and LAP, the 2001 eligibility file will remain open with limited functionality. Each County Office will only have access to, and be able to change, their producer records. There will not be any upload and download processing of the 2001 records after 2004 rollover.

## 2 Updating Subsidiary Files Before Rollover (Continued)

### B Using CCC-738 and CCC-739

County Offices shall use CCC-738 or CCC-739 to communicate any changes to another County Office. CCC-738 and CCC-739 are **mandatory** forms used for both communicating and tracking. When a change is requested, CCC-738 and CCC-739 require the task to be completed within 3 workdays.

See 2-PL, paragraphs 105 and 106 for instructions on completing CCC-738 and CCC-739.

## 3 Problem Situations Occurring This Year

### A Entity Type Code

County Offices shall review and validate:

- the use of entity type code "99"
- "bad" entity type codes carried over from 1 year to another
- other entity type code problems.

This past year many County Offices experienced problems with the entity type code when issuing previous year payments to producers. County Offices are reminded:

- that rollover will lock them out of changing the entity type code for all years except 2004

**Note:** In 2003, many 2002 records were rolled over to 2003 without checking the entity type code, which required manual interaction by ITSD.

- to only use entity type code "99" for general entity members with a temporary ID number.

**Note:** County Offices are inappropriately using entity type code "99" to get an entity in the system. Payments are not issued to a producer with an entity type code of "99". Refer to 1-CM, Exhibit 11 for proper entity type codes.

**3 Problem Situations Occurring This Year (Continued)**

**B Preparing to Issue 2001 CDP and LAP Payments**

Because of the disaster legislation, County Offices will be given limited capability to change 2001 producer eligibility flags after rollover. Changes to 2001 producer eligibility flags will only be effective in the county that made the change. These changes will not be transmitted to ITSD. However, the entity, joint operation, combined producer, multi-county producer, and payment limitation files will all be locked out after rollover. Adding a producer to a 2001 farm, or changing a 2003 producer entity type code must be done before 2004 rollover, because these functions will not be available after rollover.

County Offices must review and correct all producer data before 2004 rollover. Failure to update 2001 farm/tract and subsidiary files may result in a producer not being paid under 2001 CDP and LAP.

**4 Farm Crop Rollover**

**A Adding Farms**

County Offices shall add 2001 farms and all applicable producers to the farms **before** doing 2004 farm records rollover. Doing this will ensure the farm and producer's eligibility records are created for future programs.

**5 Base and Yield Election Software**

**A Removal**

After 2004 rollover, the base and yield election software will no longer be accessible. County Offices shall ensure that all base and yield elections are made before 2004 rollover. After 2004 rollover, County Offices must update all base and yield election data through farm maintenance.

**Note:** A forthcoming CM notice will provide procedure for updating base and yield election data through farm maintenance.

**6 County Office Action**

**A Action Required**

County Offices shall ensure that any required updates to farm/tract and subsidiary file records are immediately performed.

**Important:** County Offices must allow for turn around time, because some changes take upload and download processing. Even though County Offices can make limited changes after rollover to the 2001 eligibility file, 2004 rollover process stops all processing of records on the mainframe. All records that fail to be processed before rollover must be resubmitted. September 22, 2003, is the deadline for processing upload and download of record changes. Any record changes submitted after September 22, 2003, are not guaranteed to be completed.